

Army Regulation 621-1

Education

Training of Military Personnel at Civilian Institutions

Headquarters
Department of the Army
Washington, DC
20 August 1999

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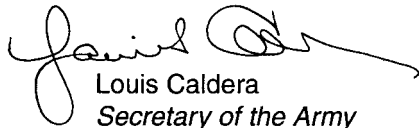
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Effective 20 September 1999

Education

Training of Military Personnel at Civilian Institutions



Louis Caldera
Secretary of the Army

History. This publication is a revision. Because the publication has been extensively revised, no attempt has been made to highlight the changes.

Summary. This regulation establishes policy for training of military personnel at civilian institutions.

Applicability. This regulation applies to the Active Army directly under Headquarters, Department of the Army, or dependent on the Headquarters, Department of the Army, for personnel support. This regulation also applies to the Army National Guard of the United States and U.S. Army Reserve personnel on active duty. During mobilization, policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve

exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff for Personnel (DAPE-MPO-S), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through the Deputy Chief of Staff for Personnel (DAPE-MPO-S), Washington, DC 20310-0300, to Commander, U.S. Total Army Personnel Command (TAPC-OPB-D), 200 Stovall Street, Alexandria, VA 22332-0411.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army and command levels D and E for the Army National Guard of the U.S. and U.S. Army Reserve.

***Supersession.** This regulation supersedes Army Regulation 621-1, dated 15 October 1984, and rescinds DA Form 2593-R, dated October 1984, and DA Form 3719-R, dated October 1984.

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Summary of Change

AR 621-1

Training of Military Personnel at Civilian Institutions

This revision--

- Separates each program into its own chapter (Advanced Civilian Schooling Program; Training with Industry Program; Cooperative Degree Program; Degree Completion Program; and Short Course Training).
- Updates eligibility and application requirements and procedures for each program.
- Adds funding requirements and procedures.
- Updates program forms (Department of the Army) DA Form 1618 (Application for Detail as Student at a Civilian Educational Institution or at Training with Industry) and DA Form 2125 (Report to Training Agency). The –R associated with DA Form 1618 and the –R associated with DA Form 2125 were removed, and blank copies of these forms were extracted from the back of the regulation. These forms will be available only in electronic versions.

Chapter 1

Scope and Goals of Programs

1-1. Purpose

- a. This regulation provides policies for full-time educational programs (fully and partially funded) for Active Duty commissioned and warrant officers in civilian schools, commerce or industry, and service schools that offer accredited degrees (that is, Naval Postgraduate School and Air Force Institution of Technology (title 10, section 4301, U.S. Code). This regulation also provides policies for active duty officers and senior noncommissioned officers in civilian industries. The programs meet the Army's need for commissioned and warrant officers to be educated at the undergraduate and graduate degree levels. The programs support the following Army goals:
 - (1) That all commissioned officers obtain a baccalaureate degree. Officers are also encouraged to obtain an advanced degree in a field related to one of their specialties by taking part in off-duty educational programs.
 - (2) To educate selected officers on a full-time basis to an advanced degree level to meet needs validated by the Army Educational Requirements System (AERS), in accordance with Army Regulation (AR) 621-108.
 - (3) That all career warrant officers be encouraged to obtain their associate degree in a field related to their specialty by the time they reach their fifth year of warrant officer service. Warrant officers are also encouraged to obtain a baccalaureate degree by the 13th year of warrant officer service in a field related to their functional specialty by taking part in off-duty educational programs.
 - (4) To educate selected warrant officers on a full-time basis to an advanced degree level (that is, baccalaureate or master's) to meet needs validated by the AERS.
 - (5) To educate officers and senior noncommissioned officers that normally have contact with civilian industries in performing official duties. Training with Industry (TWI) programs provide knowledge, experience, and perspective in industrial management and operational technique. This training also applies to positions with responsibilities that parallel industry functions. This training is not available through the military service school system nor through civilian colleges or universities.
- b. This regulation also governs short course training for Army commissioned officers, warrant officers, and enlisted personnel on active duty.

1-2. References

Required and related publications and blank forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. *The Deputy Chief of Staff for Personnel.* The Deputy Chief of Staff for Personnel (DCSPER) is responsible for developing policy pertinent to civilian schooling programs.

- b. *The Deputy Chief of Staff for Operations and Plans.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) has overall supervisory responsibility for training covered by this regulation.
- c. *The Chief, Army Reserve.* The Chief, Army Reserve (CAR) is responsible for developing policy pertinent to civilian schooling programs for Active Guard Reserve (AGR) personnel. Separate guidance will be published annually.
- d. *Heads of training agencies.* Heads of training agencies will provide personnel to meet planned requirements.
- e. *Commanders of major Army commands.* The commanders of major Army commands (MACOMs) will validate positions requiring Army officers with specific civil education in accordance with the Army Educational Requirements Systems (AERS).
- f. *The Superintendent, United States Military Academy.* The Superintendent, United States Military Academy (USMA), will coordinate advanced degree training for prospective members of the USMA faculty.
- g. *The Director, Acquisition Career Management Office.* The Director, Acquisition Career Management Office, will coordinate advanced degree training and Training with Industry programs for the Director, Acquisition Career Management (DACM).
- h. *The Commanding General, U. S. Total Army Personnel Command.* The Commanding General, U. S. Total Army Personnel Command (PERSCOM), will—
 - (1) Manage the AERS data base.
 - (2) Approve nominations and issue orders directing assignment and travel to and from schooling.
 - (3) Approve or disapprove required waivers.
 - (4) Develop budget estimates, and manage and execute the annual budget.
 - (5) Provide instructions for payment of school related expenses.
- i. *The Commanding General, U.S. Army Training and Doctrine Command, commanders of overseas major Army commands, USMA, and the Director of the Defense Attaché Office.* The Commanding General, U.S. Army Training and Doctrine Command (TRADOC), commanders of overseas major Army commands, USMA, and the Director of the Defense Attaché Office (DAO) are responsible for military administration of all students assigned or attached to their headquarters. This includes promotion pay, discipline, medical care, supply, transportation, processing of academic reports (AR 623–1), leave of absence, and supply of DA publications. Students may correspond directly with the headquarters to which assigned or attached on matters affecting their duty or assignment. Students attached to the office of a defense attaché will forward all official correspondence through that office.

1-5. Training agencies

Training agencies are elements of the Army that request training and assign personnel. They include—

- a. *Career branches.*
 - (1) Offices of the Chief of Chaplains.
 - (2) Offices of the Judge Advocate General.
 - (3) Army Acquisition Corps.
- b. *Career divisions of PERSCOM.*

- (1) Combat Arms Division (TAPC-OPE-P).
 - (2) Combat Support Army Division (TAPC-OPF-P).
 - (3) Combat Service Support Division (TAPC-OPG-P).
 - (4) Health Service Division (TAPC-OPH-MS)
 - (5) Warrant Officer Division (TAPC-OPW).
 - (6) Enlisted Personnel Management Division (TAPC-EP).
- c. *Addresses of training agencies.*
- (1) Commander, PERSCOM (TAPC-appropriate officer management division), 200 Stovall Street, Alexandria, VA 22332-0400.
 - (2) Chief of Chaplains (DACH-PEA), 2700 Army Pentagon, Washington, DC 20310-2700, for chaplains.
 - (3) The Judge Advocate General (DAJA-PT), 2206 Army Pentagon, Washington, DC 20310-2206, for JAGC personnel.
 - (4) MACOMs and staff elements of Headquarters, Department of the Army (HQDA), for short course training.
 - (5) Commander, PERSCOM (TAPC-OPB-E), 200 Stovall Street, Alexandria, VA 22332-0411, for Army Acquisition Corps.
 - (6) Commander, PERSCOM (TAPC-EPT-FN), 2461 Eisenhower Avenue, Alexandria, VA 22332-0450, for enlisted soldiers.
 - (7) Chief, Army Reserve (DAAR-PE), Washington, DC 20310-2400.
 - (8) Commander, Army Reserve Personnel Command (ARPC-PSV-BB), 9700 Page Avenue, St. Louis, MO 63132-5200.

Chapter 2

Administration of the Civilian Schooling Programs

2-1. Overview

This chapter discusses the administrative policies to be followed in determining requirements, planning, and conducting educational and training programs under this regulation.

2-2. Determining requirements

The Director of Officer Personnel Management Directorate (OPMD), PERSCOM, determines educational training requirements for commissioned, warrant officers, and senior noncommissioned officers based on Army Educational Requirements System validated positions. Army Acquisition Corp (AAC) requirements are determined by validated Military Acquisition Position List (MAPL) positions.

2-3. Instructor, U.S. Military Academy

The appropriate U.S. Military Academy (USMA) department coordinates advanced degree training for prospective members of the USMA faculty. For training less than 20 weeks, the Superintendent, USMA, may conduct and contract training for active faculty members. Such training is necessary to maintain standards of instruction. Advanced degree training of prospective staff and faculty members will conform to chapter 3 of this regulation.

2-4. Prior civilian education

Commissioned officers or warrant officers may not enroll in any full-time Army educational program to obtain a second degree at the same academic level (for example, master or baccalaureate) if the first degree was obtained through one of the military services full-time educational programs. However, officers may be considered on a case-by-case basis for a second degree at the same level if the first degree was obtained during off-duty hours or before entry on active duty, or in a different academic discipline, dependent upon the needs of the Army.

2-5. Planning factors and budgeting of the programs

Specific training at civilian schools will not be planned if adequate training is available at service schools.

- a. The following factors will be considered when planning the programs:
 - (1) Projected vacancies in valid AERS positions and in validated MAPL positions for AAC.
 - (2) Available officer population.
 - (3) Estimated tuition and other expenses.
- b. The complete plan will be submitted as justification to the original budget estimate.
- c. The Commanding General (CG), PERSCOM, will develop budget estimates for civilian school training, excluding medical and AAC training. The estimates will be forwarded through Deputy Chief of Staff Personnel, 300 Army Pentagon, Washington, DC 20310-0300, to Commander, PERSCOM (TAPC-RMO), 200 Stovall Street, Alexandria, VA 22332-0411, for inclusion in the budget submission to HQDA, Resource Services Washington, Operating Agency 22 (OA22).
- d. Resource Services (OA22) will notify PERSCOM of the annual funding program for a fiscal year. The CG, PERSCOM, will then revise training plans, if necessary, to remain within the annual funding program. The revised plan will be submitted to DCSOPS, Washington, DC, for approval. On approval, the plans form the Educational program for Army members at civilian schools. No deviations from this DA approved program will be made without DCSOPS, Washington, DC, approval.
- e. The following changes may be made to an approved program:
 - (1) To add spaces to the approved program, the CG, PERSCOM, will submit the request to the DCSOPS (DAMO-TR) with training data at least 4 months before the start of instruction. A statement of the total funds required, and the unobligated balance available for this training must be included.
 - (2) To reduce total spaces in the operating program, the CG, PERSCOM, will submit the request to DCSOPS (DAMO-TR) as early as possible before the start of the approved training. When appropriate, explanations will be included.

2-6. Contacts with training institutions

- a. *Civilian institutions.* Officers accepted for advanced civil schooling are authorized direct contact with the schools to which they are applying; however, applicants wanting to attend the Naval Postgraduate School (NPS), Air Force Institute of Technology (AFIT), or the Army Comptrollership Program at Syracuse University must apply to their respective Officer Management Division.

- b. *Commercial and industrial institutions.* Contacts with commercial and industrial institutions to secure training under the TWI Program will be made by the HQDA proponent or PERSCOM (TAPC–OPB–D) as required.
- c. *Visits to institutions.* On approval from the CG, PERSCOM, visits to institutions may be made by personnel from the responsible training agencies to determine student progress and to maintain general liaison.
- d. *Complaints.* Any complaints or criticisms related to the training of soldiers will be reported to PERSCOM (TAPC–OPB–D) for action. Formal complaints or criticisms will be registered with civilian institutions only by the regional contracting offices under the provisions of the educational service agreements.

2-7. Selection and notification of students

- a. *General.* Applicants will be selected by the proper training agency (para 1–5c) to meet programmed requirements. Qualified applicants will be selected for each field of study. Nonselection does not preclude later reconsideration. During each selection all active applications will be reviewed. An application will stay active for any reason determined by the training agency or until—
 - (1) Applicant withdraws from consideration.
 - (2) Applicant declines to accept selection.
 - (3) PERSCOM returns the application when applicant's military or academic record precludes approval.
 - (4) Applicant becomes ineligible by exceeding time in service limitations.
- b. *Fully funded program.* Applicants may be selected for a field of study other than their choice when they are qualified and Army requirements cannot otherwise be met. The Army's need is the main factor in all selections. Prospective students will be notified of selection by their training agency. If an applicant declines the prospective assignment, except for cogent military or compassionate reasons he or she will not be considered further. Chapter 3 also applies.
- c. *Degree Completion Program.* Chapter 4 applies.
- d. *Cooperative Degree Program.* Chapter 5 applies.
- e. *TWI Program.* Chapter 6 applies.

2-8. Army Weight Control Program

All persons selected for training under this regulation must comply with AR 600–9. Assignment instructions will include a statement to that effect. Noncompliance after selection will result in removal from the list of selected applicants.

2-9. Orders and travel

- a. *Orders for long course instruction.* Assignment to a school or with an industry for 20 weeks or more will constitute a permanent change of station (PCS). On receipt of a statement of acceptance of applicant from the institution and on final approval of training, training agencies (para 1–5a) will request orders. Instructions for all PCS orders for students will be issued by HQDA. This includes orders removing students from their assignments at civilian institutions. Orders directing removal will be published only on—
 - (1) Successful completion of a course or program of instruction.
 - (2) Failure to complete degree requirements in the authorized period of study.

- (3) Failure of a student to meet the academic standards set by the institutions or PERSCOM.
 - (4) Medical, disciplinary, or other reasons as determined by the training agency.
- b. *Orders assigning personnel to civilian institutions.* Orders will specify a reporting date about 10 days before registration date. In cases when registration dates are longer than 10 days prior to class start date, training agencies are authorized to approve exceptions. Orders for prospective USMA instructors will include the AERS number to which the student will be assigned.
- c. *Orders for short course instruction.* Field commanders will issue Temporary Duty (travel) (TDY) orders for short course instruction in accordance with chapter 7. The agency requesting the training will provide TDY travel and per diem funds.
- d. *Travel.* The CG, PERSCOM, plans and budgets all funds to meet programmed educational requirements (para 2–5). This includes funds for TDY travel and per diem only as stated below.
 - (1) TDY travels and per diem may be authorized if the travel is required by the institution for a required course. Travel must be specified in the school catalog as a requirement for the degree. Funding for travel and per diem is not normally provided by HQDA for students conducting research at the master's level, or for attendance at conferences and symposia. However, students may request funding from the organization to which they will be assigned if the research or attendance will benefit that organization. Students may also travel by permissive (no cost) TDY in accordance with AR 600–8–10. The student is responsible for making all travel arrangements. Requests for travel and per diem for research in direct support of a student's doctoral dissertation will be considered on a case by case basis.
 - (2) Funds for TDY travel and per diem are not authorized for persons in partially funded programs.
 - (3) Students will submit requests for TDY travel, with justification that the travel is required by the institution, to the appropriate training agency at least 90 days before the desired date of departure. The students academic advisor must endorse requests. Information copies will be sent to the proper Student Detachment as shown in paragraph 2–11.
 - (4) Students who desire to travel to overseas areas in conjunction with study abroad as a part of their overall academic program may do so as long as the cost of the trip does not exceed the cost of tuition for the semester and they receive appropriate academic credit toward their degree. They may also travel at their own expense. Requests for overseas travel will be submitted to the training agency 120 days before desired date of departure, to allow for passport processing, country clearances, and administrative processing.

2-10. Long course administration of assignments

- a. Students attending civilian schools and TWI in the United States or foreign schools outside the U.S. will be assigned to the U.S. Army Student Detachment, U.S. Army Training and Doctrine Command (TRADOC), Fort Jackson, SC 29207, with duty at the respective school.

- b. Students attending foreign schools will be attached to a major overseas command for administration when the school is located within its area. For areas where there is no major overseas command, students will be attached for administration purposes only to the defense attaché's office. Requests for attachment of students, when appropriate, will be sent through the Defense Intelligence Agency to the defense attaché for approval.

2-11. Records, reports, and monitoring of training at civilian institutions

- a. *Records.* The training agencies (para 1-5a) will keep accurate records of personnel in training. Records will include—
 - (1) Name, grade, and social security number.
 - (2) Institution.
 - (3) Field of study.
 - (4) Length of instruction, with date of entry, and estimated date of completion.
 - (5) Reports of ratings while in training.
 - (6) Authority for this training.
 - (7) The training agency will keep current rosters of all members who have completed training grouped by field of training. PERSCOM will update the officer master personnel file (OMPF) on receipt of the completed DA Form 1059-1 (Civilian Institution Academic Evaluation Report).
- b. *DA Form 2125 (Report To Training Agency).*
 - (1) After arrival at the school and at the end of each academic term, the student will prepare and send four copies of DA Form 2125 to CDR, PERSCOM (TAPC-OPB-D), Alexandria, VA 22332-0411. Failure to submit these forms will cause book allowance funds to be held in abeyance until they have been received by PERSCOM (TAPC-OPB-D). Officers sponsored by the USMA will also forward one copy to the Superintendent, USMA, West Point, NY 10996-5000.
 - (2) Students will complete the reverse side of the initial DA Form 2125 to inform PERSCOM and the training agencies of their academic plan, and to show that their proposed program was prepared in consultation with the student's faculty advisor or institution representative familiar with the student's curriculum. The reverse of DA Form 2125 need not be resubmitted each term unless the academic plan changes.
- c. *Monitoring of training.* The training agencies (para 1-5c) will monitor the academic progress of students in this program. For USMA-sponsored students, the Superintendent, USMA, will act as the point of contact for PERSCOM in all matters concerning DA Form 2125. The DA Form 2125 is available on the U.S. Army Publishing Agency (USAPA) World Wide Web site at www.usapa.army.mil and the Army Electronic Library (AEL) CD-ROM.

- d. *DA Form 1059–1 (Civilian Institution Academic Evaluation Report) and transcripts.* This form and official transcripts are the only documents that officially reflect a student's performance while in school. Therefore, it is important for students to ensure their proper preparation and timely submission for inclusion into their OMPF. Failure to do so may result in negative consequences for students as they are considered for promotion or for selection to higher level military schooling. Three copies of DA Form 1059–1 will be prepared in accordance with AR 623–1 before a student leaves school. Section I of this form (three copies) will be completed by the Student Detachment and sent to each student. Upon receipt, the student will submit the reports to proper school officials for completion of Section II. The student should ensure that institution officials know the purpose of section II is to state—
- (1) That the degree has been awarded.
 - (2) Date awarded.
 - (3) Full title of the degree, including major and minor (if applicable), and area of study.
 - (4) Comments on the student's academic performance.
 - (5) Weight, height (YES/NO), and physical fitness test result (PASS/NON-PASS with Month/Year).
- e. *Transcripts.* One sealed copy of student official transcripts showing the degree conferred must be included with the DA Forms 1059–1. The student is responsible for authorizing school officials to release official transcripts to PERSCOM. On completion of section II, the school officials or the student will send DA Forms 1059–1 and transcripts to Commander, PERSCOM (TAPC–OPB–D). This report is the student's evaluation report for the period of schooling. It is critical that the report be sent to PERSCOM as soon as possible after the completion of schooling; failure to do so may cause an adverse effect on future promotions, schooling, and reimbursement of funds. Unsuccessful completion of training in the time allotted is considered adverse and the DA Form 1059–1 will reflect this. Exceptions are made for persons who through no fault of their own (for example, medical or compassionate reasons) fail to complete a course.
- f. *Reports for Ph.D. candidates.* Persons authorized to attend school for a Ph.D. will be allowed to receive academic reports in two phases (if necessary). The first report will be considered a "Phase I evaluation report" and will state that a final academic report will be submitted to evaluate remainder of Ph.D. work at the time the degree is awarded, and it will give a realistic target date as to when the report will be submitted. Phase I will cover the period of time spent on campus for completion of preliminary research, course work, and comprehensives for a maximum of 3 years. A maximum of 2 years for phase II will be allowed for completion of doctoral research and completion of a dissertation in conjunction with teaching duties at USMA or duties in another AERS validated assignment.

- g. Failure to achieve a degree.* Students who fail to achieve a degree at the conclusion of their formal period of study or training, who voluntarily withdraw, or who are disenrolled for substandard academic performance or misconduct prior to completion of their study must submit an Academic Evaluation Report. School officials will complete section II as noted above and provide comments to explain why the student failed to achieve a degree. Reviewing officials from the student's Career Division will annotate section III with the comment that the student failed to achieve a degree in the time allotted and refer the DA Form 1059-1 to the individual for acknowledgment or comment. If after obtaining the student's comments, the reviewing officials determine that failure to obtain a degree was through no fault of the student, the report will be amended with appropriate comments and forwarded for inclusion in the student's OMPF. In those instances when it cannot be determined that the student was not at fault, the report, along with the student's acknowledgment and comments, will be filed in his or her OMPF. To lessen the possible negative impact of such reports, students are encouraged to submit as much explanatory information as possible to assist reviewing officials in determining whether the student was at fault in not earning a degree. Student comments do not constitute an appeal. Appeals are processed separately as outlined in AR 623-105. Students who fail to obtain a degree in the time allotted, for whatever reasons, will be directed to—
- (1) Complete a degree as soon as possible on their own time and at their own expense.
 - (2) Submit another DA Form 1059-1 per AR 623-1 to document completion of studies and the awarding of a degree.

2-12. Records, reports, and monitoring of the Training with Industry Program

a. Records.

- (1) The training agencies (para 1-5c) participating in the TWI Program will keep accurate and current records of participating personnel. Records will include—
 - (a) Name, grade, and social security number.
 - (b) Name of industry and point of contact at the company.
 - (c) Date of training.
 - (d) Reports of activities while in training.
 - (e) Authority for this training (proponent).
 - (f) Service obligation statements.
- (2) Training agencies will keep rosters of all persons who have completed the TWI Program. PERSCOM will update the OMPF File on receipt of completed DA Form 1059-1.

b. DA Form 1059-1.

- (1) Before a student completes his or her tour of duty, three copies of DA Form 1059-1 will be prepared as stated in AR 623-1. The Student Detachment will complete Section I and will send it to the student. The student will submit the report to the proper company official to complete section II. The student should ensure that the civilian industrial adviser knows that in completing section II, the key topics should be—
 - (a) Description of training received.

- (b) Comments on student's initiative.
 - (c) Technical expertise.
 - (d) Ability to work with civilian personnel.
- (2) Upon completion of section II, the company official will send DA Form 1059–1 and any attachments to the respective agency shown in AR 623–1, paragraph 3–4c. It is critical that the report be sent as soon as possible after completion of training.
- c. *Reports required.* TWI participants are required to file reports as per instructions contained in their assignment packets.
 - d. *Monitoring of training.* Training agencies (para 1–5c) will monitor the progress of persons in this program.

2-13. Arrangement of courses

Students will arrange to meet their special course needs. Each student will, within limits set by the training agency (para 1–5a) and in consultation with the dean or academic department head, select the proper curriculum. It should provide the greatest knowledge for the chosen field of study. Students will neither audit nor take courses for noncredit without prior approval of CG, PERSCOM (TAPC–OPB–D). In programs of study requiring a thesis, no more than two equivalent semester courses will be allowed against what is required by the institution to be considered a full time student unless an exception has been recommended by the institution and approved by the training agency.

2-14. Training attendance

- a. Students in all programs will attend school full time, uninterrupted for a maximum of 18 months (for exception to policy see para 3–1a). At a minimum, students will take as many courses as required by the institution to be considered a full-time student, while completing their degree in the shortest time possible. This includes summer terms when applicable. Students attending school that do not have regular summer sessions will submit a proposed program for research during the summer sessions and indicate whether credit will be given for this research. Students may also attend courses at a different institution as long as the cost of such courses can be billed to the Army through the primary school.
- b. Students must obtain prior approval from CG, PERSCOM (TAPC–OPB–D), if it appears they will be unable to complete the minimum workload per academic term. This minimum workload will include hours required for thesis or dissertation research at the graduate level.
- c. Students will meet degree requirements as quickly as possible. If requirements can be met in less time than allowed, students will promptly inform their training agency.

2-15. Personal conduct and appearance

Military students at civilian schools represent the U.S. Army. Consequently, military students will maintain the highest standards of conduct and appearance and will abide by the civilian dress code of the respective institution.

2-16. Public writings

Students preparing writings for public dissemination must contact their local public affairs officer or the Plans, Operations, and Policy Division of the Office of the Chief of Public Affairs, HQDA, prior to submitting written material to military or civilian publications. This policy also applies to media interviews. Journal articles must be submitted to the Defense Technical Information Center. Instructions are the same as for theses, paragraph 3–6c of this regulation.

2-17. Extracurricular activities

Students will devote full time to academic studies. Business activities are restricted in accordance with the Department of Defense (DOD) Joint Ethics Regulation (DOD 5500.7–R). Professional and other military activities will be voluntary and will not interfere with the student's academic studies. Student teaching is permitted, however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill. This is a provision in the educational services agreement (ESA) negotiated by the Army with each school.

2-18. Postschooling assignments

a. Fully funded program.

(1) Commissioned officers.

- (a)* Immediately following graduate schooling, career branches will assign officers to AERS validated positions, providing their period of schooling is 52 weeks or longer. Assignments will be for 3 years. Officers assigned to an initial utilization position in a short tour location of less than 3 years will normally be assigned to a second utilization position in the Continental U.S. (CONUS), or a long tour overseas location after completion of the short tour.
- (b)* The TWI assignments are predetermined (non-applicable to AAC). (See para 6–9.)
- (c)* With the exception of chaplains and JAG officers, initial utilization assignments will be deferred or interrupted only as directed by the CG, PERSCOM. Orders assigning officers to utilization positions will specify the AERS position number (non-applicable to AAC). Field commanders will not divert or interrupt an AERS assignment without prior PERSCOM concurrence. Each officer will serve an initial utilization tour upon completion of schooling and will serve reutilization tours as frequently as possible consistent with Army requirements and professional development considerations.

- (2) Warrant officers.* Warrant officers educated to the master's level or bachelors level will be assigned to AERS validated positions for 3 years; AERS utilization is not required on completion of an associate degree.

b. Partially funded programs.

- (1) Degree Completion Program.* Paragraph 4–9 applies.
- (2) Cooperative Degree Program.* Paragraph 5–9 applies.

Chapter 3

Fully Funded Schooling

3-1. Overview

This chapter explains the level of education to be obtained normally under fully funded long course programs. The Funded Legal Education Program (FLEP) is prescribed in AR 27-1, chapter 14. The U.S. Army Health Professions Scholarship Program is prescribed in AR 601-141, chapter 3.

- a. *Commissioned officers.* Commissioned officers will obtain a master's or doctoral degree. The length of civilian schooling will vary with the curriculum but will not normally exceed 18 months of continuous full-time study. (Graduate study to prepare for an assignment to the staff and faculty at USMA may require 18 to 24 months.) To meet validated AERS requirements by specialty and grade, participants agree to study in an academic discipline consistent with the officer's designated specialties. In cases where this does not occur, the officer will be awarded an appropriate supported specialty. This may occur even if the officer was previously awarded an additional specialty.
- b. *Warrant officers.* This program will support baccalaureate and graduate training to the master's degree level to meet validated AERS requirements. The length of training will vary with the curriculum but will not normally exceed 18 months of continuous full-time study. Degrees pursued under this program must be in fields of functional value to the Army. This field should be closely aligned with the warrant officer's military occupational specialty (MOS). Department of the Army Pamphlet 600-11, table 5-2, will be used as a guide to the functional relationships between MOS and academic fields.
- c. *Prior service.*
 - (1) *Commissioned officers.* The normal period of service on entry in civilian schooling is 6 through 13 years. Selectees will not exceed a total of 17 years Active Federal Service (AFS) prior to the start of schooling.
 - (2) *Warrant officers.*
 - (a) Warrant officers who are RA must enter civilian school programs prior to attaining 24 years of active warrant officer service (AWOS).
 - (b) Other than Regular Army (OTRA) warrant officers must enter civilian school programs prior to attaining 16 years of AFS.
 - (c) Warrant officers must be able to fulfill their Active Duty Service Obligation (ADSO), incurred as a result of their fully funded schooling, prior to their mandatory release date. In the case of RA warrant officers, the mandatory release date is 30 years AWOS or age 62, whichever occurs first.
- d. *Security clearance.* All commissioned and warrant officers must have a SECRET clearance unless higher clearance is required.
- e. *Restrictions.* The fully funded program may not be used in connection with fellowships, scholarships, or grants. Completion of requirements for a degree under a fellowship, scholarship, or grant will be in accordance with AR 621-7, to include service obligation. Active duty commissioned and warrant officers are not eligible to use the Montgomery GI Bill (MGIB), Veterans' Educational Assistance Program (VEAP), or Tuition Assistance while in the fully funded program. However, institutions may provide reduced tuition rates if the arrangement does not legally bind the Army or the student.

3-2. Determining annual Advanced Civil Schooling quotas

Annual Advanced Civil Schooling (ACS) quotas will be determined by available validated ACS Army Educational Requirements System (AERS) positions (validated MAPL positions for AAC), the fiscal year budget, and officer population. The approving authority for ACS quotas is the Director, Officer Personnel Management Directorate, PERSCOM.

3-3. Eligibility

Applications of qualified commissioned and warrant officers will be reviewed and considered for long course training. Eligibility for detail as student is based on the following criteria:

- a. *Prior civilian education.* See paragraph 2–4.
- b. *Status.* Commissioned officers must be on active duty and serving in Regular Army or in Voluntary Indefinite status at the time of application and selection. Soldiers must agree in writing to fulfill any service obligation incurred by acceptance of training or schooling.
- c. *Potential.* A review of the candidate's career management individual file (CMIF) must reflect that the officer has potential for future, long term service, as determined by PERSCOM.
- d. *Interest.* Officers must express specific interest in training by signing and submitting a formal application.
- e. *Branch qualification.* Commissioned officers must have completed the Captain Professional Military Education (to include the respective branch advanced course and Combined Arms and Service Staff School), and be branch qualified at company grade level prior to being selected for advanced civil schooling.
- f. *Minimum academic requirements.* Completed baccalaureate degree with a minimum grade point average (GPA) of 2.5. If an officer holds more than one completed baccalaureate degree, the highest GPA will be considered. Minimum scores for the Graduate Record Examination test (GRE) must be 500 in each of the three academic areas (verbal, quantitative, and analytical) and for the Graduate Management Admission Test (GMAT) minimum score must be 500. Waivers may be granted by CG, PERSCOM (TAPC–OPB–D), on a case by case basis for both examinations and for GPAs. Test results must not be more than 5 years from the date tested.
- g. *Height/weight standards.* See paragraph 2–8.

3-4. Application process

- a. *Application form.* Officers may apply using DA Form 1618 (Application for Detail as Student Officer at a Civilian Educational Institution or at Training with Industry). The applicant must send the form, in duplicate, through the first field grade officer in his or her chain of command. Chain of command will endorse the application as described in paragraph c below and send it to the applicant's training agency (para 1–5c). The proposed start date of school should be close to an officer's normal rotation date. A DA Form 1618 is available on the World Wide Web at www.usapa.army.mil and the Army Electronic Library (AEL) CD-ROM.
- b. *Enclosures.* Applications will include the following information.
 - (1) Official transcripts from all institutions at which an applicant has taken college courses.

- (2) For master's degree only, scores of the GRE or the GMAT, as applicable to the degree program. Test information may be obtained from the local Education Center or the Educational Testing Service, PO Box 6000, Princeton, NJ 08541-6000 or on the World Wide Web at www.gre.org. The GMAT is mandatory for the Army Comptrollership Program.
- (3) Letter of acceptance (see para *g* below).
- c. Endorsement of the immediate field grade commander.* Endorsements will include a statement of the commander's opinion concerning the applicant's abilities, scholarly attitude, initiative, and aptitude, for the course of study. The commander will also describe the applicant's current duty performance. Chaplain applicants will include a recommendation from the installation chaplain.
- d. Amendments.* Amendments to or request for withdrawal of application must be sent through channels to the proper training agency (para 1-5c).
- e. Final approval.* Final approval of officers to attend civil schooling including the field of study and institution will be made by CG, PERSCOM (TAPC-OPB-D).
- f. School selection.* Applicants will ensure that schools listed in DA Form 1618, item 2, are accredited by a nationally recognized accrediting agency and included on PERSCOM's approved schools list. At least one tax supported school in which the applicant will be considered a resident for tuition purposes will be listed among the three choices. This school will be designated by an asterisk. If attendance at such a school is not possible, explain in DA Form 1618, item 8. Soldiers selected for civilian schooling will normally attend an institution in their state of legal residency or from an institution that will grant in-state tuition rates to out of state students. This is to ensure quality education at the lowest possible cost.
- g. Letter of acceptance.* Once nominated by the respective career division, each applicant will obtain a letter of acceptance from the school selected (this letter will be forwarded with the application). The applicant will send it directly to the proper training agency (para 1-5c). The letter will contain the following information:
 - (1) Registration date.
 - (2) Date (day, month, year) school begins.
 - (3) Date degree will be awarded.
 - (4) Whether applicant meets resident tuition criteria.
 - (5) Cost per academic session.
 - (6) Prerequisite courses that need to be taken, if any.
- h. Staff and faculty at USMA.* Officers interested in becoming members of the staff and faculty at USMA should refer to AR 614-130.

3-5. Orders and reporting

- a. Request for orders (RFO).*
 - (1) Assignment to an academic institution for 20 weeks or more will constitute a permanent change of station (PCS). Orders will be issued upon approval of officer for fully funded schooling by PERSCOM.
 - (2) Appropriate orders will be issued by PERSCOM once the applicant is approved to participate in the fully funded schooling program and is accepted by the educational institution.
 - (3) Orders directing removal will be issued when—
 - (a) The officer completes training.

- (b) There is a medical problem, disciplinary problem, or other reason, as determined by PERSCOM.
- b. *Reporting.* Participants may not report to the respective educational institute prior to report date, unless approved, in writing, by PERSCOM.

3-6. Student requirements

- a. *Notification.* Immediately after receiving orders, each student will write or phone the student detachment to which assigned for an information packet. The student will inform the appropriate student detachment of his or her arrival date at the civilian school. On arrival at the civilian school, each student will personally contact the student accounts or bursar's office to ensure that instructions for tuition billing have been received.
- b. *Submission of reports.* See paragraphs 2–11b and d.
- c. *Submission of theses.* In accordance with DOD Directive (DODD) 5230.9, paragraph 4.6, to ensure a climate of academic freedom and to encourage intellectual expression, students of an academy, college, or university are not required to submit for review papers or materials that are prepared in response to academic requirements and not intended for release outside the academic institution. Information that is intended for public release or made available in libraries to which the public has access shall be submitted for review. Clearance shall be granted if classified information is not disclosed, the DOD interests in nonclassified areas are not jeopardized, and the author accurately portrays official policy, even if the author takes issue with that policy. Information is also available on the World Wide Web at www.dtic.mil and www.defenselink.mil.

3-7. Extracurricular activities

Students will devote full time to academic studies. Business activities are restricted in accordance with the Joint Ethics Regulation, DOD 5500.7–R. Professional and other military activities will be voluntary and will not interfere with the student's academic studies. Student teaching is permitted; however, any compensation afforded by the institution must be applied as a credit to the student's tuition bill. This is a provision in the ESA negotiated by the Army with each school.

3-8. Funding

- a. *Tuition.* Tuition and fees for students enrolled in the fully funded program will be paid by PERSCOM. Certain fees will not be paid, such as health insurance, parking passes, student IDs, and transcript and graduation fees. Schooling contracts will be issued against established ESAs, in accordance with the Army Federal Acquisition Regulation Supplement, subpart 37.72.
- b. *Book allowance.* Students will receive an initial payment of \$600 upon entry into schooling to support application fees, books, and start up costs. Students will then be paid an allowance to defray the cost of books in the amount of \$200 upon the completion of each semester. Payment is contingent upon PERSCOM's receipt of DA Form 2125 and a grade report from the previous semester. Final payment upon completion of schooling requires a DA Form 1059–1, an official transcript, and a forwarding address. In addition, up to \$200 reimbursement for master's thesis or \$500 for a Ph.D. dissertation is authorized. Costs must be itemized on an SF 1034 (Public Voucher for Purchases and Services Other Than Personal) and supported by receipts.

- c. *Direct payments to students or institutions.* The CG, PERSCOM, may instruct the U.S. Army Student Detachment, Fort Jackson, SC, to make direct payment either to schools or students for deposits or other authorized tuition and fees.

3-9 Service obligation and recoupment

Commissioned and warrant officers selected for fully funded courses at civilian institutions for 60 days or more incur a service obligation, in accordance with AR 350-100.

- a. The service agreement will be written before enrolling in the course.
- b. The service agreement will state that the officer agrees to complete the educational program, and that on completion of education or withdrawal or removal from the program, he or she will serve on active duty for a period equal to three times the length of the schooling. Service obligation will be computed in days, in accordance with AR 37-104-4.
- c. Officers who participate in a fully funded educational program will reimburse the United States for the costs of the advanced education, as specified in paragraph d below if they voluntarily or involuntarily fail to complete the required service obligation. Approval authority for directing repayment is the Assistant Secretary for Manpower and Reserve Affairs, unless specifically delegated. The phrase "fails to complete" means the officer served on active duty for some but not all the required period, or did not serve on active duty at all because it was not in the best interests of the Army.
- d. The phrase "costs of the advanced education" includes the costs of tuition, fees, books, TDY travel and per diem, master's thesis, Ph.D. dissertation, and other educational costs clearly identified as paid by the United States Government. The cost does not include pay and allowances and PCS costs. The reimbursable amount will be determined by multiplying the total cost of education by the proportion of the unserved active duty commitment (see AR 37-104-4).

3-10. Post-schooling assignments

See paragraph 2-18 for post-schooling assignments.

Chapter 4

Degree Completion Program

4-1. General

- a. The Degree Completion Program (DCP) enables selected commissioned and warrant officers to—
 - (1) Complete degree requirements at accredited civilian colleges and universities as a resident student.
 - (2) Achieve the minimum educational goals set by the Army.
 - (3) Pursue graduate studies in academic disciplines that support either of the officer's designated specialties and meet Army requirements.
- b. Officers taking part in the DCP will do so in the minimum time required to complete all degree requirements.
- c. Transfer from one degree program to another (for example, associate to baccalaureate) is not authorized.
- d. Schooling will be limited to 18 months.

- e. Officers may have a PCS to academic institution if schooling is 20 weeks or more. Schooling of less than 20 weeks may be accomplished by permissive TDY, in accordance with AR 600–8–10.
- f. The DCP will not be used in connection with fellowships, scholarships or grants. Completion of requirements for a degree under a fellowship, scholarship, or grant will be in accordance with AR 621–7, to include service obligation.

4-2. Determining annual DCP quotas

Determination of annual DCP quotas is not applicable to this degree program.

4-3. Eligibility

Applicants must have high scholastic aptitude and career potential. They must also meet the following requirements:

- a. *Prior civilian education.* A portion of degree requirements must be met by applicant through off-duty studies before they start full-time study under the DCP.
- b. *Status.*
 - (1) *Commissioned officers.*
 - (a) Applicants must be on active duty status.
 - (b) Applicants must have not more than 19 years of active federal commissioned service (AFCS) prior to requesting schooling. The OTRA commissioned officers must have enough service time left after completing degree requirements to fulfill the incurred service obligation.
 - (2) *Warrant officers.*
 - (a) Applicants must be in an RA or a VI status and must have a minimum of 3 years of AFCS prior to requesting schooling.
 - (b) Regular Army warrant officers must not exceed 24 years of AWOS prior to school start date.
 - (c) Warrant officers who are OTRA must not exceed 16 years of AFS prior to school start date.
 - (3) *All applicants.* Applicants must be able to fulfill their service obligation incurred by this program.
- c. *Prior service.* Prior service is not applicable.
- d. *Security clearance.* Applicants must have a minimum of a Secret Security Clearance.
- e. *Potential.* A review of the candidate's CMIF must reflect that the officer has potential for future, long term service, as determined by PERSCOM.
- f. *Interest/agreement of study.*
 - (1) Applicants must study in an academic discipline that will support either their basic career fields or their functional area career fields or both. Warrant officers must study in an academic discipline that will support the warrant officer primary military occupational specialty (PMOSWO).
 - (2) Study leading to a degree in law, religion, theology or programs sponsored by The Surgeon General are not covered by this regulation. For programs sponsored by The Surgeon General refer to AR 351–3. For programs sponsored by The Judge Advocate General refer to AR 27–1. For programs sponsored by the Chief of Chaplains refer to AR 165–1 and DA Pam 165–17.

- g. Branch qualification.* Branch qualification is not applicable.
- h. Height/weight standards.* Applicants must meet height and weight standards in accordance with AR 600–9 (see para 2–8).

4-4. Application procedure

- a. Officers seeking to participate in DCP must submit an application and receive approval from CG, PERSCOM (TAPC–OPB–D), prior to attending the academic institution. Send application, with endorsements from immediate field grade supervisor, to CDR, PERSCOM (TAPC–OPB–D), 200 Stovall Street, Alexandria, VA 22332–0411, not later than 7 months prior to school start date.
- b. The application will include—
 - (1) Name, grade, SSN, basic branch, career field, and functional area.
 - (2) Date and source of commission or warrant.
 - (3) The amount of actual and constructive commissioned or warrant officer service at the time of school start date.
 - (4) Specific degree and academic discipline to be obtained.
 - (5) Total number of semester or quarter hours of credit already obtained toward the degree.
 - (6) Number of credit hours included in (5) above completed in off-duty college courses since entering on active duty.
 - (7) Total number of semester or quarter hours required to obtain degree. Also include a tentative list of planned courses with course credits per academic semester or quarter.
 - (8) Name and address of accredited academic institution requesting to attend.
 - (9) Number and location of dependents and location of household goods. If dependents are located in an overseas command, give date of arrival and departure from overseas command.
 - (10) Official transcripts of all college credits and a letter or signed statement from a proper official of the academic institution stating the following: “The applicant requires (# semester) (# quarter) hours in residence for graduation. This work can be completed by full-time attendance from (day/month/year) to (day/month/year). If acceptable grades are received, applicant will be granted a (type of degree) with a major field of study in (discipline of major).”
 - (11) Present assignment (complete address) and expected date of return, if serving in an overseas area.
 - (12) If application is for schooling of 60 days or more, a signed statement, indicating the following: “If I am entered into the Degree Completion Program, per AR 621–1, Training of Military Personnel at Civilian Institutions, I agree that on completion of the education or withdrawal or removal from the program, I will serve on active duty for a period equal to three times the length of schooling unless sooner relieved for the convenience of the Government. Service obligations will be computed in days per AR 350–100. I also agree to bear all expenses for this training, including tuition, fees, and books.”
 - (13) Present home and duty (commercial and Defense Switched Network (DSN)) telephone numbers.
 - (14) If the study is at the graduate degree level, three choices for utilization assignment after completion of school.

- c. Final approval of officers to attend DCP, including the field of study and institution, will be made by CG, PERSCOM (TAPC-OPB-D).

4-5. Orders and reporting

- a. *Request for orders.*
 - (1) Assignment to an academic institution for 20 weeks or more will constitute a PCS. Orders will be issued upon approval of officer for DCP by PERSCOM.
 - (2) Appropriate orders will be issued by PERSCOM once the applicant is approved to participate in the DCP and is accepted by the educational institution.
 - (3) Orders directing removal will be issued when—
 - (a) The officer completes training or
 - (b) There is a medical problem, disciplinary problem, or other reason, as determined by PERSCOM.
- b. *Reporting.* Participants may not report to the respective educational institute prior to report date, unless approved, in writing, by PERSCOM.

4-6. Student requirements

- a. Participants will immediately, upon receiving orders, contact the Student Detachment, Fort Jackson, SC for an information packet and to inform them of placement in the DCP and arrival dates at the civilian school.
- b. Participants must submit a DA Form 1059-1 to PERSCOM (TAPC-OPB-D) not later than 60 days from completion of studies.
- c. Participants must submit a DA Form 2125 to PERSCOM (TAPC-OPB-D) prior to each quarter/semester.
- d. Participants must take a full academic workload, in accordance with the institution's academic requirements, unless approved in writing by PERSCOM (TAPC-OPB-D) prior to the start of each quarter/semester term.
- e. Participants must maintain a minimum grade of "C" in all courses at all times. Grades lower than "C" will be reason for disenrollment in the DCP.

4-7. Extracurricular activities

Students will devote full time to academic studies. Business activities are restricted in accordance with the DOD Joint Ethics Regulation, DOD 5500.7-R. Professional and other military activities will be voluntary, and will not interfere with the student's schooling.

4-8. Funding

Officers selected for this program must pay all expenses including tuition, fees, and books. Persons in this program are not eligible for Army tuition assistance under AR 621-5. Financial aid may be available through the MGIB or VEAP. Those interested in financial aid should contact the local Education Center for details. Applicants will receive only authorized pay and allowances.

4-9. Service obligation and recoupment

- a. *Service obligation.*

- (1) Applicants selected for participation in the DCP of 60 days or more will incur an ADSO on completion or termination of DCP, in accordance with AR 350–100. The ADSO equals three times the length of schooling, computed in days.
 - (2) Applicants must agree, in writing, to serve on active duty three times the length of their schooling/education, computed in days and submit it at time of application to PERSCOM.
- b. *Recoupment.* Recoupment does not pertain to the Degree Completion Program.

4-10. Post-schooling assignment

- a. *Graduate degree level.*
- (1) Participants in the DCP at the graduate degree level must serve in a validated AERS position immediately following completion of the program, providing their period of DCP schooling is more than 52 weeks. If the period of schooling is 52 weeks or less, assignment will be made based on Army needs and the officer's professional development. Deferred or interrupted AERS assignments must be approved by PERSCOM (TAPC–OPB–D) at least 90 days prior to deferred date.
 - (2) The PCS orders assigning students (non-applicable to AAC) to AERS positions will specify the AERS number and that the assignment is PERSCOM directed. Under no circumstances will officers be diverted from or interrupt an AERS assignment without prior written approval from PERSCOM (TAPC–OPB–D).
- b. *Undergraduate degree level.* Assignments will be made based on Army needs and the officer's professional development.

Chapter 5 Cooperative Degree Program

5-1. Overview

- a. The Cooperative Degree Program (CDP) enables selected commissioned officers to complete degree requirements. An accredited college or university awards an academic degree for course work done as part of a program of instruction at a military school and course work done at the civilian college or university.
- b. Persons selected to attend a military school who desire to take part in the school's associated CDP must obtain prior approval from PERSCOM (TAPC–OPB–D). They must agree in writing that they will fulfill the service obligation incurred from taking part in the program.
- c. The CDPs are limited to the length of the service school course of instruction plus 11 months at the civilian college or university. The civilian education may occur before or after the service course of instruction. Persons requiring more than 11 months to complete all degree requirements must apply under the Degree Completion Program (see chap 4).
- d. Officers will not normally be allowed to get a second degree at the graduate level. Exceptions may be made individually, depending on the proposed field of study supporting one or both specialties, and Army requirements.
- e. Officers may have a PCS to the academic institution if schooling is 20 weeks or more. Schooling of less than 20 weeks may be accomplished by permissive TDY, in accordance with AR 600–8–10.

- f. The CDP will not be used in connection with fellowships, scholarships or grants. Completion of requirements for a degree under a fellowship, scholarship, or grant will be in accordance with AR 621–7, to include service obligation.

5-2. Determining annual CDP quotas

Quotas do not apply to the Cooperative Degree Program.

5-3. Eligibility

Applicants must have high scholastic aptitude and career potential. They must also meet the following requirements:

- a. *Prior civilian education.* A portion of degree requirements must be met by applicant through off-duty studies before they start full-time study under CDP. Course work completed as a part of military schooling may satisfy this requirement.
- b. *Status.*
 - (1) Applicants must be on active duty status. Warrant officers must enter civilian schooling programs prior to attaining 24 years of AWOS.
 - (2) Applicants must be able to fulfill their service obligation incurred by this program.
- c. *Prior service.* There is no prior service years requirement.
- d. *Security clearance.* Applicants must have a minimum of a Secret Security Clearance.
- e. *Potential.* A review of the candidates CMIF must reflect that the officer has potential for future and long term service, as determined by PERSCOM.
- f. *Interest/agreement of study.*
 - (1) Applicants must study in an academic discipline that will support either their basic career field or their functional area career field or both.
 - (2) Study leading to a degree in law, religion, or theology or programs sponsored by the Surgeon General are not covered by this regulation. For advanced medical or dental education refer to AR 351–3. Advanced legal education is described in JAG Pub 1–1. For programs sponsored by the Chief of Chaplains, refer to AR 165–1 and DA Pam 165–17.
- g. *Branch qualification.* There are no branch qualification requirements.
- h. *Height/weight standards.* Applicants must meet height and weight standards in accordance with AR 600–9. (See para 2–8.)

5-4. Application guidance

- a. Officers seeking to participate in CDP must submit an application and receive approval from PERSCOM (TAPC–OPB–D) prior to attending the academic institution. Applicants must send application to CDR, PERSCOM (TAPC–OPB–D), 200 Stovall Street, Alexandria, VA 22332–0411, not later than 7 months prior to school start date. Command and Staff College (CSC) selectees will submit CSC Form 203 in lieu of letter application. This form will be furnished by the CSC in the welcome packet.
- b. The application will include—
 - (1) Name, grade, social security number, basic branch, career field, and functional area.
 - (2) Date and source of commission.

- (3) The amount of actual and constructive commissioned service at the time of school start date.
 - (4) Specific degree and academic discipline to be obtained.
 - (5) Total number of semester or quarter hours of credit already obtained toward the degree.
 - (6) Number of credit hours included in (5) above completed in off-duty college courses since entering on active duty.
 - (7) Total number of semester or quarter hours required to obtain degree. Also include a tentative list of planned courses with course credits per academic semester or quarter.
 - (8) Name and address of accredited academic institution requesting to attend.
 - (9) Number and location of dependents and location of household goods.
 - (10) Official transcripts of all college credits and a letter or signed statement from a proper official of the academic institution stating the following: "The applicant requires (# semester) (# quarter) hours in residence for graduation. This work can be completed by full-time attendance from (day/month/year) to (day/month/year). If acceptable grades are received, applicant will be granted a (type of degree) with a major field of study in (discipline of major)."
 - (11) Present assignment (complete address) and expected date of return, if serving in an overseas area.
 - (12) If application is for schooling of 60 days or more, a signed statement, indicating the following: "If I am entered into the Cooperative Degree Program, per AR 621-1 (Training of Military Personnel at Civilian Institutions), I agree that on completion of the education or withdrawal or removal from the program, I will serve on active duty for a period equal to three times the length of schooling, acquired under the CDP, unless sooner relieved for the convenience of the Government. Service obligations will be computed in days per AR 350-100 (Officer Active Duty Service Obligation). I also agree to bear all expenses for this training, including tuition, fees, and books."
 - (13) Present home and duty (commercial and DSN) telephone number.
- c. A review of the candidate's CMIF must reflect that the officer has potential for future, long term service, as determined by PERSCOM.

5-5. Orders and reporting

- a. *Request for orders.*
 - (1) Appropriate orders will be issued by PERSCOM once the applicant is approved to participate in the CDP and is accepted by the educational institution.
 - (2) Orders directing removal will be issued when—
 - (a) The participant completes training.
 - (b) There is a medical problem, disciplinary problem, or other reason, as determined by PERSCOM.
- b. *Reporting.* Participants may not report to the respective educational institute prior to report date, unless approved, in writing, by PERSCOM.

5-6. Student requirements

- a. Upon receiving orders, participants will immediately contact the Student Detachment, Fort Jackson, SC, for an information packet and inform the commander of placement in the CDP and their arrival dates at the civilian school.
- b. Participants must submit a DA Form 1059-1 to PERSCOM (TAPC-OPB-D) not later than 60 days from completion of studies.
- c. Participants must submit a DA Form 2125 to PERSCOM (TAPC-OPB-D) prior to the quarter/semester term.
- d. Participants must take a full academic course-load, in accordance with each institution's academic requirements, unless approved, in writing, by PERSCOM (TAPC-OPB-D) prior to the quarter/semester term.
- e. Participants must maintain a minimum grade of "C" in all courses at all times. Grades lower than "C" will be reason for discontinuation in the CDP.

5-7. Extracurricular activities

Students will devote full time to academic studies. Business activities are restricted in accordance with the Joint Ethics Regulation, DOD 5500.7-R. Professional and other military activities will be voluntary and will not interfere with the student's schooling.

5-8. Funding

Applicants selected for this program must pay all expenses including tuition fees, and books. Persons in this program are not eligible for Army tuition assistance under AR 621-5, but financial aid may be available through the MGIB or VEAP. Those interested in financial aid need to contact their local Army Education Center for details. Applicants will receive only authorized pay and allowances.

5-9. Service obligation and recoupment

- a. *Service obligation.*
 - (1) Applicants selected for participation in the CDP of 60 days or more will incur an ADSO on completion or termination of CDP, in accordance with AR 350-100. The ADSO equals three times the length of schooling, computed in days.
 - (2) Applicants must agree, in writing, to serve on active duty three times the length of their schooling/education, computed in days and submit it at time of application to PERSCOM. See paragraph 5-4b(12).
- b. *Recoupment.* There are no recoupment procedures for the Cooperative Degree Program.

5-10. Post-schooling assignment

Assignment will be made based on the Army's needs and the professional development of the officer.

Chapter 6

Training with Industry Program

6-1. Overview

- a. The Training with Industry Program offers the opportunity for commissioned officers, warrant officers, and senior noncommissioned officers to work with and understand the basic workings of the private industry.
- b. Training under the TWI Program will not exceed 12 months.

6-2. Determining annual TWI quotas

Annual TWI quotas will be determined by available validated TWI Army AERS positions (validated MAPL positions for AAC), the fiscal year budget, the officer population, and noncommissioned officer population. The approving authority for TWI quotas is the Director, Officer Personnel Management Directorate, PERSCOM.

6-3. Eligibility

Applicants must have high scholastic aptitude and career potential. They must also meet the following requirements:

- a. *Prior civilian education.* There are no prior civilian education requirements for the Training with Industry Program.
- b. *Status.*
 - (1) *Commissioned officers.*
 - (a) Applicants must be on active duty status.
 - (b) Applicants must have a minimum of 3 and not more than 19 years of AFCS prior to requesting training under the TWI Program. (Commissioned officers who are OTRA must have enough service time left after completing TWI to fulfill the incurred service obligation.)
 - (2) *Warrant officers.*
 - (a) Applicants must be in an RA or a VI status.
 - (b) Regular Army warrant officers must not exceed 24 years of AWOS at the time of application to PERSCOM.
 - (c) Warrant officers who are OTRA must not exceed 16 years of AFS at the time of application to PERSCOM.
 - (3) *Noncommissioned officers.*
 - (a) Applicants must be on active duty.
 - (b) Have completed appropriate noncommissioned officers educational programs for grade and years of service.
 - (c) Have a minimum of 2 and not more than 22 years of active Army service as of 30 September of the competition fiscal year.
 - (4) *All applicants.* Applicants must be able to fulfill their obligations incurred by this program.
- c. *Prior service.* There are no prior service requirements for this program.
- d. *Security clearance.* Applicants must have a minimum of a secret security clearance.
- e. *Potential.* A review of the candidates CMIF must reflect that the candidate has potential for future, long term service, as determined by PERSCOM.
- f. *Interest/agreement of study.* Candidate must express specific interest in training by submitting a formal application (see para 6-4).
- g. *Branch qualification.* Applicants must be branch qualified at current rank, if applicable.
- h. *Minimum academic requirements.* Applicants must meet or exceed the academic requirements determined by the industry for each fiscal year of competition.
- i. *Height/weight standards.* Applicants must meet height/weight requirements, in accordance with AR 600-9 (see para 2-8).

- j. *Other eligibility requirements.* Other eligibility requirements are applicable as determined upon notification of fiscal year competition.

6-4. Application guidance

All personnel seeking to participate in the TWI program must submit the following to their respective training agency (see para 1–5c) upon competition notification:

- a. DA Form 1618.
- b. Signed resume.
- c. Signed service agreement (see para 6–9). At time of application, senior noncommissioned officers must have at least 4 years remaining on active duty from 30 September of the fiscal year of selection for training. For example, a noncommissioned officer who is selected for TWI in FY 99 must remain on active duty through 30 September 2003.
- d. Official college transcripts.
- e. Final approval to attend TWI schooling including the field of study and industry will be made by PERSCOM (TAPC–OPB–D).

6-5. Orders and reporting

- a. *Request for orders/assignment instructions.*
 - (1) Orders will be issued once approval of the applicant has been received from the respective industry and PERSCOM.
 - (2) Appropriate PCS orders will be issued by PERSCOM.
 - (3) Orders directing removal will be issued when—
 - (a) The participant completes training.
 - (b) There is a medical problem, disciplinary problem, or other reason, as determined by PERSCOM.
- b. *Reporting.* Participants may not report to the respective industry prior to report date unless approved, in writing, by PERSCOM (TAPC–OPB–D).

6-6. Student requirements

- a. *Notification.* Upon receiving orders, the participant will immediately contact the assigned student detachment for an information packet and inform the commander of participation in the TWI Program and of arrival date at the industry.
- b. *Submitting DA Form 1059–1.* The participants must submit a DA Form 1059–1 to PERSCOM (TAPC–OPB–D) not later than 60 days from completion of training.
- c. *Full course load.* This requirement does not apply to this particular program.
- d. *Reports.* The participant is required to submit reports, as stated in the PERSCOM Training with Industry Student Instruction Booklet and in the Student Detachment Handbook.
- e. *Departure date change.* The TWI participant must request, in writing, to change a departure date from the assigned industry. The student must submit the following to PERSCOM (TAPC–OPB–D) for approval at least 90 days from the current departure date:
 - (1) Signed letter from industry representative, approving the requested departure date.
 - (2) Written approval from TWI proponent.
 - (3) Written approval for early arrival to gaining installation.

- (4) Written approval from the respective career branch at PERSCOM.

6-7. Extracurricular activities

Students will devote full time to studies of the workings of their particular industry. Business activities are restricted in accordance with the Joint Ethics Regulation, DOD 5500.7-R. Professional and other military activities will be voluntary, and will not interfere with the student's training.

6-8. Funding

The U.S. Total Army Personnel Command shall provide a limited amount of funding for training-related travel. Industries may supplement the participant's annual allowance with their own travel funds, in accordance with the signed/approved gratuitous agreement between the U.S. Army and the individual private industry. Travel may also be funded by the participant's gaining unit.

6-9. Service obligation and recoupment

a. Service obligation.

- (1) Applicants selected for participation in the TWI Program will incur an ADSO on completion or termination of TWI, in accordance with AR 350-100.
- (2) Officers must agree, in writing, to serve on active duty three times the length of their training, computed in days, and submit it at time of application to PERSCOM (see para 6-9a(3)). Senior noncommissioned officers must meet the service-remaining requirements prescribed in AR 614-200, paragraph 4-6. Reenlistment documentation, if applicable, must be submitted at time of application to PERSCOM.
- (3) The service agreement will state the following: "In accordance with AR 621-1 (Training of Military Personnel at Civilian Institutions), I hereby agree that I will remain on active duty in the United States Army for a period of three times the length of the period, computed in days, that I am trained/educated under the provisions of the Training with Industry Program."

b. Recoupment. There are no recoupment procedures for this particular program.

6-10. Post-schooling assignment

Post-schooling assignment will be for 24 months and determined by PERSCOM (TAPC-OPB-D), the respective TWI proponent, and the respective career branch, PERSCOM. All post-schooling assignments must be a validated TWI AERS position or a validated MAPL position for AAC.

Chapter 7

Short Course Training

7-1. Overview

This chapter provides procedures for military personnel to attend short courses of less than 20 weeks at civilian institutions or other Federal agencies. Training must be required to perform present duties and must not be available in the service school system. Short course training will not be used as a means to obtain a college or university degree. Funds for training, TDY travel, and per diem will be provided by the trainee's agency (see para 1-5c(5)).

7-2. Service obligation

Normally, an ADSO will not be incurred by attendance at short course instruction. Enlisted personnel must meet the service-remaining requirements prescribed in AR 614–200, paragraph 4–6. For officers, when training exceeds 60 days, an ADSO of three times the length of schooling is incurred, in accordance with AR 350–100. When such an obligation is to be incurred, the training agency will inform the officer prior to enrollment.

7-3 Requests for training

- a. *Individual.* Army personnel desiring to attend short courses will submit a request to their training agency. This request will be submitted on DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) and will be accompanied by the following:
 - (1) A brochure on the course or other descriptive information.
 - (2) A supervisor's statement that the training specifically relates to the soldier's current duties, that the training is not available in the service school system, and that a release for the period will be granted.
 - (3) A justification addressing the need for short course training and how the applicant will better perform his or her duties by attending the course.
 - (4) An indication of the service-remaining time enlisted personnel will have upon completion of the short course instruction. The soldier's ETS date may be entered in Block 9e of the DD Form 1556.
- b. *Agency training manager.* Training managers will process DD Forms 1556 in accordance with the above requirements and locally established procedure.

7-4. Payment of tuition

- a. *Vendor invoice.* Vendors will invoice the training agency's finance office for the cost of tuition. A copy of the DD Form 1556 must accompany the invoice. The finance office address must appear in block 37 (Billing Instructions) of the DD Form 1556.
- b. *Government voucher.* The Office of Personnel Management (OPM) or other federal government agencies will be paid using a Standard Form (SF) 1080 (Voucher for Transfers between Appropriations and/or Funds).
- c. *Advance payment.* When vendors require payment in advance (at the start of training), a check may be obtained from the agency's finance office by completing the reverse of copy 6 of the DD Form 1556.

Appendix A References

Section I Required Publications

AR 37-104-4

Military Pay and Allowances Policy and Procedures—Active Component. (Cited in para 3–9*b*.)

AR 350-100

Officer Active Duty Service Obligations. (Cited in paras 3–9 and 7–2.)

AR 600-9

The Army Weight Control Program. (Cited in paras 4–3*h*, 5–3*h*, and 6–3*i*.)

AR 614-130

Selection and Assignment of Academic Instructors to the U.S. Military Academy. (Cited in para 3–4.)

AR 621-108

Military Personnel Requirements for Civilian Education. (Cited in para 1–1*a*(2).)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 27-1

Judge Advocate Legal Services

AR 165-1

Chaplain Activities in the United States Army

AR 351-3

Professional Education and Training Programs of the Army Medical Department

AR 351-22

The Judge Advocate General's Funded Legal Education Program

AR 601-25

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty

AR 600-8-10

Leaves and Passes

AR 614-200

Enlisted Assignments and Utilization Management

AR 621-5

Army Continuing Education System (ACES)

AR 621-7

Army Fellowships and Scholarships (8 Aug 97)

AR 623-1

Academic Evaluation Reporting System (See Personnel Evaluation Update)

AR 623-105

Officer Evaluation Reporting System (See Personnel Evaluation Update)

AFARS

Army FAR Federal Acquisition Regulation Supplement (Part 37.72)

DA Pam 165-17

Chaplain Personnel Management

DA Pam 600-11

Warrant Officer Professional Development (See Officer Ranks Personnel Update)

DODD 1322.10

Policies on Graduate Education for Military Officers

DODD 5230.24

Distribution Statements on Technical Documents

DOD 5500.7-R

Joint Ethics Regulation (JER)

JAG Pub 1-1

JAGC Personnel Policies. Obtain from Office of the Judge Advocate General (DAJA-AL), 2200 Army Pentagon, Washington, DC 20310-2200.

Section III**Prescribed Forms****DA Form 1618**

Application for Detail as Student Officer at a Civilian Educational Institution or at Training With Industry. (Prescribed in paras 3-4 and 6-4.) Available in electronic versions only.

DA Form 2125

Report to Training Agency. (Prescribed in paras 2-11, 3-8, 4-6, and 5-6.) Available in electronic versions only.

Section IV**Referenced Forms****DA Form 1059-1**

Civilian Institution Academic Evaluation Report

DD Form 1556

Request, Authorization, Agreement, Certificate of Training and Reimbursement

SF Form 1080

Voucher for Transfers Between Appropriation and/or Funds

Glossary

Section I Abbreviations

AAC

Army Acquisition Corp

ACS

Advanced Civil Schooling

ADSO

Active Duty Service Obligation

AERS

Army Educational Requirements System

AFS

Active Federal Service

AFCS

active federal commissioned service

AGR

Active Guard Reserve

AR

Army regulation

AR-PERSCOM

Army Reserve Personnel Command

ASA (ALT)

Assistant Secretary of the Army for Acquisition, Logistics, and Technology

CAR

Chief, Army Reserve

CDP

Cooperative Degree Program

CG

commanding general

CMIF

career management individual file

CONUS

Continental United States

DAO

Defense Attaché Office

DCP

Degree Completion Program

DCSLOG

Deputy Chief of Staff for Logistics

DCSOPS

Deputy Chief of Staff for Operations and Plans

DCSPER

Deputy Chief of Staff for Personnel

DOD

Department of Defense

DSN

Defense Switched Network

ESA

educational service agreement

GMAT

Graduate Management Admission Test

GRE

Graduate Record Examination

JFTR

Joint Federal Travel Regulation

MACOM

major Army command

MAPL

Military Acquisition Position List

MGIB

Montgomery GI Bill

MOS

military occupational specialty

OMPF

official military personnel file

OTRA

other than Regular Army

PERSCOM

U.S. Total Army Personnel Command

PCS

permanent change of station

RA

Regular Army

RMO

Resource Management Office

TAG

The Adjutant General

TDY

Temporary Duty

TRADOC

United States Army Training and Doctrine Command

TWI

Training with Industry

USAPA

United States Army Publishing Agency

USMA

United States Military Academy

VEAP

Veterans Educational Assistance Program

Section II**Terms****Civil Schools Program**

The civil schools program covers all programs discussed in this regulation, to include Advanced Civil Schooling, Degree Completion, Cooperative Degree Program, Training with Industry, and Short Course Training.

Educational services agreement (ESA)

Terms negotiated by the Army with civilian educational institutions, which serve as a basis for future contractual arrangements. Once an ESA is established, orders are placed against it for schooling of individual students.

Fully funded program

While pursuing a graduate degree, the officer receives full pay and allowances with the majority of the tuition and other schooling costs being assumed or paid by the U.S. Government or by another organization. The officer attends school instead of performing usual military duties.

Long course instruction

Training of 20 weeks or more.

Partially funded program

While pursuing a graduate degree, the officer receives full pay and allowances with the majority of tuition and other schooling costs paid by the officer from personal funds and/or benefits to which the officer was entitled. The officer attends school instead of performing usual military duties.

Permissive TDY

A period of authorized absence, not chargeable as leave, by which a member is excused from the performance of official duties to participate for personal reasons in a quasi-official activity or function from which the Army will derive benefits.

Short course instruction

Training of less than 20 weeks.

Section III**Special Abbreviations and Terms**

This section contains no entries.